

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050025-5



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REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DD/S&T/ORD-44	
1. TITLE OF REPORT (if a fill-in report include Form No.) Statistical (Procurement Activity Report)					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE <input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)		
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form, computer print-out, etc.) Form		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT D/Logistics		
10. PREPARING COMPONENT (include lowest level contributing information to report) ORD/PMS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR	
11.8	6.63	2	\$13.26	12	\$159.12	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$159.12	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Initiated in approximately 1962. Provides management with information on number, types, and costs of contracts written during reporting period.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS DOLLARS		
16. DATE OF INVENTORY 25X1 10/16/70				17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 25X1 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050025-5		
				18. EXTENSION		